

Towyn & Kimmel Bay Town Council

Draft Minutes of the Annual General Meeting - (Hybrid Meeting) held on Wednesday
14th May 2025 at 7:00pm

Present Cllrs: T Bibby, G Corry, B Griffiths, T Jenkins, D Johnson, M Jones, A Macauley (Mayor), B McLoughlin, D Mulvaney, K Redhead, M Smith & N Smith

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

1. Election of Mayor for 2025-26

A nomination was received and seconded for Cllr D Mulvaney to stand for Mayor.

Resolved that: - Cllr D Mulvaney be appointed as Mayor for 2025-26.

Cllr D Mulvaney thanked the members for appointing her as Mayor for 2025-26, and she advised that she was looking forward to the year ahead. Cllr D Mulvaney thanked Cllr A Macauley for her excellent work over the last 12 months.

2. Declaration of Acceptance of Office

Cllr D Mulvaney signed the declaration of acceptance of office, and the Clerk counter signed it.

3. Election of Deputy Mayor 2025-26

A nomination was received and seconded for Cllr T Bibby to stand for Deputy Mayor.

Resolved that: - Cllr T Bibby be appointed as Deputy Mayor for 2025-26.

Cllr T Bibby thanked the members for appointing him as Deputy Mayor.

4. Declaration of Acceptance of Office

Cllr T Bibby signed the declaration of acceptance of office, and the Clerk counter signed it.

5. Apologies

Apologies were received from Cllr L Gledhill, L Griffiths and L Knightly.

6. Declaration of Interest

There were no declarations of interest.

7. Public Participation

A member of the public attended the meeting to observe the Annual Meeting and Mayor Making Ceremony. The Mayor read out the public notice regarding filming/recording/photography or broadcasting at the meeting.

8. Minutes

Resolved that: - The minutes of the Full Council meeting held on 06/05/2025, be approved and signed.

9. Blanket Payment Authority List

Resolved that: - The Blanket Authority List of regular payments be approved and signed, as presented by the Clerk.

10. Direct Debits & Standing Orders

Resolved that: -

- a) **The reviewed list of regular payments made by direct debit and standing orders be approved, as presented by the Clerk.**
- b) **To approve the use of direct debit payments and standing orders.**

11. Appointed/Designated Finance Councillor

Resolved that: -

- a) **Cllr M Jones be appointed as the designated Finance Councillor for 2025-26 and that he will sign the payment/receipt listings and the bank reconciliations (as well as the Chairman of Full Council), to confirm that he has checked and verified the transactions/balances.**
- b) **Cllr M Jones be authorised to sign purchase orders, in line with the Financial Regulations limits.**

12. Committees

Resolved that: -

- a) **The Draft Committees Structure be approved, having two Standing Committees (HR Committee and Community Place Plan Committee).**
- b) **The Terms of References for the HR Committee and Community Place Plan Committee be approved, as presented by the Clerk.**
- c) **The Delegations, as presented in the papers for the meeting, be approved.**

13. Nominations to the Standing Committees

Resolved that: - The HR Committee will be comprised of: -

Cllr D Mulvaney (Chairman Full Council), Cllr T Bibby (Deputy Chairman Full Council), Cllr K Redhead, Cllr B Griffiths, Cllr M Jones and Cllr M Smith.

Resolved that: - The Community Place Plan Committee will be comprised of: -

Cllr D Mulvaney (Chairman Full Council), Cllr M Smith, Cllr N Smith, Cllr B McLoughlin, Cllr T Jenkins, Cllr Lynda Griffiths, Cllr B Griffiths, Cllr D Johnson and Cllr G Corry.

Supports 'A Wales of Cohesive Communities' as a Community Place Plan Committee focuses on placemaking that builds community identity, safety, and social connections.

14. Provisional Schedule of Meetings

The Schedule of Meetings had been circulated prior to the meeting to allow the members the opportunity to inform the Clerk with any issues with either the number of meetings, and/or proposed dates of meetings.

Resolved that: - The Schedule of Meetings be approved, as presented by the Clerk.

15. Standing Orders and Financial Regulations

The Clerk presented both documents to the members.

Resolved that: - The Standing Orders and Financial Regulations be approved, as presented by the Clerk.

16. Authorised Signatories

Resolved that: -

1. HSBC

- a) Cllrs N Smith, M Jones, G Corry, D Johnson, Be McLoughlin, M Smith, B Griffiths and K Redhead be approved as any two signatories for the signing of cheques and payment authorisation slips.
- b) Cllrs B Griffiths, N Smith, K Redhead and M Jones be approved as the four Councillors, to authorise electronic payments and transfers, exceeding the limits set for the Clerk.

2. Public Sector Deposit

Resolved that: - Cllrs G Corry (Secretary/Trustee), N Smith (Chairman/Trustee), and K Redhead be approved as signatories.

17. Outside Bodies

Resolved that: -

- a) The following members would represent Town Council on various Outside Bodies.

Organisation	No. Reps	Council Representative
North & Mid Wales Association of Local Councils	2	Cllrs L Griffiths & B McLoughlin
One Voice Wales	2	Cllr B McLoughlin & B Griffiths
Royal British Legion Local Committee	1	Cllr Deborah Mulvaney
Ysgol Maes Owen – Governor	1	Cllr M Jones

Ysgol Y Foryd – Governor	1	Cllr L Griffiths
Caravan Park Owners Forum/Camp Watch	2	Cllrs D Mulvaney & B Griffiths
Flood Forum	2	Cllrs G Corry & B Griffiths

18. Policies

Resolved that: - The following existing/revised/new policies be approved, as presented by the Clerk with no amendments required.

- Accessibility Statement/Policy
- Anti-Bullying Policy
- Audio/Visual Recording & Photography at Council Meeting Policy
- Capability Policy
- CCTV Policy & Code of Practice
- Civic Policy
- Code of Conduct - Councillors
- Code of Conduct – Qualifying Local Government Employees
- Communication & Social Media Policy
- Complaints Policy
- Council Training Plan for Employees & Councillors
- Councillor Expenses Policy
- Councillor Gifts & Hospitality Policy
- Data Breach Notification Policy
- Data Protection Policy
- Disciplinary Policy
- Employee Expenses Policy
- Employee Handbook Policies & Procedures
- Equality & Diversity Policy
- Flexible Working Policy
- Freedom of Information Policy
- General Privacy Notice – External
- General Privacy Notice – Internal
- Good Councillor Guide to Employment - Welsh Government
- Good Councillors Guide – Welsh Government
- Grievance Policy
- ICO – CCTV – Code of Practice
- ICO – PIA – Code of Practice
- Information Security Policy
- IT Access Control Policy
- Maternity Leave & Pay Policy
- Mayors Handbook
- Non-Councillor Co-Option Policy
- Paternity Policy

- Personal Data Complaints Policy
- Retention and Disposal Policy & Schedule
- Sickness Policy
- Stress Management Policy & Risk Assessment
- Subject Access Policy & Template Response Letters
- Training & Development Policy for Employees & Councillors
- Virtual Meeting Procedure & Protocol
- Website Privacy Policy
- Welsh Language Scheme/Policy

19. Attendance Register

Noted the individual Councillor attendance records for 2024-25.

20. Retention & Disposal Policy & Schedule

Resolved that: - The Clerk will write to all members to remind them of their obligations and will attach a copy of the Retention and Disposal Policy and Schedule.

21. Internal Auditor

Resolved that: - JDH Business Services Ltd be approved as the Internal Auditor for 2025-26.

22. Insurance

Resolved that: - The present insurance arrangements which are in place, are appropriate/sufficient to cover all required insurance risks for 2025-26.

23. Freedom of Information and Subject Access Requests received in 2024-25

Noted that there were no Subject Access Requests or Freedom of Information Requests received in 2024-25.

24. Complaints Received in 2024-25

Noted that there was a total of five complaints received in 2024-25.

- Two relating to complaints between Councillors, neither of which were progressed to the Public Ombudsman.
- One received from the Public Ombudsman relating to a Towyn and Kinmel Bay Town Council member (The Ombudsman issued a decision not to investigate the complaint).
- One relating to the lack of taxi availability in Towyn and Kinmel Bay,
- One relating to the Misuse of CCBC Public Litter Bin (this complaint was referred to Conwy CBC).

25. Room Rental

Resolved that: -

- a) The rental fees for the two large meeting rooms will not be increased for 2025-26, for the Community Resource Centre bookings as the bookings are only just starting to increase following the Coronavirus lockdown/restrictions.
- b) The rental fees relating to the two existing leases will not be increased for 2025-26, as the current rental income is considered to be fair, and the rental from the two upstairs offices amount to £4,160, which has greatly bolstered the overall room rental income, post Coronavirus lockdown/restrictions.

26. Section 137

Noted that now the Town Council has General Power of Competence Status, Power 137 can no longer be used, however if the Town Council did not have General Power of Competence the Section 137 Expenditure spend in 2024-25, would have been £27,368.75.

27. Civility & Respect

The Clerk re-outlined that the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) had asked local town and community councils to sign up to the Civility and Respect Pledge in an attempt to reduce the number of cases of bullying within the sector. To sign up to the pledge a template tick list had been circulated and members of the council reviewed each pledge and agreed to sign up as follows: -

- Our council has agreed that it will treat all Councillors, Clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Our council has put in place a training programme for Councillors and staff.
- Our council has signed up to Code of Conduct for Councillors.
- Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
- Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Our council will commit to calling out bullying and harassment when/if and when it happens.
- Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council.
- Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

Resolved that: - The Town Council re-sign up to the Pledge, and that the Pledge is signed by the Chairman and Clerk on behalf of the Town Council.

Supports 'A Wales of Cohesive Communities' as by modelling a respectful public service embeds a culture of respect makes councils more inclusive, resilient, and trusted – key traits for sustainable and future-focused governance.

28. General Power of Competence

Resolved that: - A resolution be passed to re-confirm that the Town Council continues to meet the three conditions and is therefore still able to use the General Power of Competence, as provided for by the Local Government and Elections (Wales) Act 2021.

Noted that the Town Council will need to re-confirm Annually that the three conditions continue to be met at the Town Council Annual meeting.

Supports 'all seven wellbeing goals' as the General Power of Competence is a flexible tool that enables Town and Community Councils to actively pursue the Well-being Goals laid out in the Future Generations Act. It removes barriers to innovation and supports locally tailored, sustainable action for current and future communities.

29. Members Allowances and Expenses Paid to Members in 2024-25

Noted the allowances and expenses paid to members in 2024-25.

30. Gifts and Hospitality

Resolved that: - The monetary value of gifts and hospitality that require registration in the Councils gifts and hospitality register be set at £25 for both Councillors and Employees.

Noted that the Clerk was not advised of any gifts or hospitality received by Councillors or Employees in 2024-25.

Meeting Closed: 19:20

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Signed by the Chair of the next Full Council meeting on 11/06/2025.